



Work Health & Safety

Operations Guide

What, When and How...

Health and Safety for All

Draft Version 0.1



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Introduction by the Responsible Officer

We at the Ashram are committed to developing and maintaining the highest practicable standards of work health and safety. Through teamwork, and in partnership with Staff Members, customers, visitors and contractors the Ashram will work to meet its legal and moral responsibilities through continuous improvement to achieve best practice standards.

Our goal is to create an environment and culture where all Staff Members, and non-Staff Members who work with us, can reasonably expect to be free from injury and illness. We achieve this by implementing safe working practices developed in a culture of consultation, sharing ideas and showing mutual respect and understanding.

The Ashram management team believes that through this WH&S Operations Guide and the related reference the WH&S Process & Procedure Handbook that we will have the mechanisms in place to deliver on these best practice goals. Through these documents WH&S becomes an integral part of everyday business operations and our decision making process.

Work health and safety are a shared responsibility and require constant awareness and input from all levels of the Ashram Staff Members. We all have the opportunity on a daily basis to ensure we support WH&S practices.

As the Responsible Officer, I ask that you support this goal by ensuring you take reasonable care to avoid accidents to yourself and others by embracing our WH&S System.

Sadashiva
Executive Director
The Ashram
1st May, 2013



About this Document

This document provides descriptions for the operation of the Ashram's Work Health and Safety System.

Various parts throughout this document describe how different matters are to be managed by way of timetables, schedules and diarised activities that are necessary to provide a work environment that is Healthy and Safe for all.

This document operates in conjunction with the Ashram's WH&S Process & Procedures Handbook which operates separately as a "how to" reference to the various matter addressed in this Operations Guide provided in this document.

Health and Safety Systems are dynamic and continually evolving. Accordingly, this document will be updated and changed in keeping with the evolution and development of the Ashram.

Purpose and Objectives

Health and Safety in the workplace is delivered in the workplace by;

- everyone taking responsibility within the scope of their position
- being empowered to make decisions,
- ensuring that everyone is suitably trained,
- ensuring that new Staff Members are properly inducted.
- ensuring the hazards, risks and related issues are properly identified
- ensuring that once identified that hazards, risks and related issues are properly addressed to ensure the related threat to health and safety has been mitigated.

The purpose of this WH&S Operational Guide is to describe how these matters are to be adequately addressed on a day to day basis within the Ashram.

Staff Induction and Training

For the WH&S System to be effective it's necessary that all staff are appropriately trained in the Ashram's WH&S System and new staff properly inducted into the Ashram in a proper manner. Accordingly please see the Appendix 5 – Induction Checklist for New Staff Members in the Ashram's WH&S Handbook which describes the induction process.

Work Area Description

The Ashram is a training, education and residential organisation implementing and practicing the philosophy of its founder and Guru Swami Satyananda Saraswati.

In delivering on its aims, the Ashram is primarily involved in providing education as a registered training organisation, informal course training to short and longer stay visitors, the maintenance of gardens and vegetable gardens to develop a level of self sufficiency, maintenance of a farm where various fruits are grown, operation of a commercial kitchen capable of catering for large volumes of residents and guests and a workshop and related infrastructure by way of sewerage treatment, water purification and fire hydrant pumps that are required to effectively operate the facility

The Ashram is therefore a educational hospitality facility requiring the management of a complex array of departments to facilitate delivery.

There have been 7 separate work areas defined which from a WH&S perspective require WH&S systems to be implemented in order to identify and adequately management related hazards.

These include:



1. **The administrative office** where the supervisors and administration staff work. The equipment present in the office include:
 - a. Photocopier
 - b. Computers and Computer screens
 - c. Filing facilities and general administration storage materials.

All equipment is regularly serviced by suppliers and external operators

2. The Sadhana halls and related rooms

There have no equipment that could pose a health risk. Heaters are serviced and operational.

3. Kitchen and Storage Facilities

The kitchen is a large commercial operation designed to cater peak loads of many hundreds of residents. The equipment that makes up the kitchen include:

- a. Multiple work areas
- b. Multiple gas operated cookers,
- c. Electric Mixing equipment and blenders.
- d. Commercial scale cool rooms and fridges
- e. Large storage area for bulk supplies.
- f. Cutting equipment of various types

4. Accommodation

The accommodation available is varied consisting of dorm style facilities with external shared toilets and bathrooms and single room accommodation with en-suite bathrooms. Each room has a bed, cupboard and electric heater.

5. The Workshop

The workshop is only available to the maintenance staff. Only qualified and authorised individuals are allowed to access these facilities. The workshop is primarily used for storage of components with some limited assembly activity relating to the repair of equipment. The equipment and plant present in the workshop include:

- a. Steel Racking
- b. Welder equipment (electric)
- c. Bench and hand saw
- d. Various power tools for general operation.
- e. Chain Saws
- f. No hazardous materials are stored here.

6. Ashram infrastructure

The Ashram infrastructure includes the water purification equipment, the fire hydrant pumping stations and related outlets, the sewerage treatment plant, the Dam, electrical infrastructure and the Diesel Emergency backup Generator. These are stand alone units and require specialist support.

Only qualified, skilled and authorised personnel are allowed access to these facilities.

7. Garden, Vegetable Garden and Managed surrounding Bushland

The garden and vegetable garden in the main ashram area consists of a considerable expanse of land requiring regular mowing, pruning and general maintenance. The surrounding bushland is maintained via a bush care group.

The equipment that is present in the garden vegetable are:

- Mowers, wheel barrows,



- Hand tools including shovels, rakes, etc
- There is no equipment present that would present a significant risk when used by a reasonable person.
- All personnel working in the garden are required to wear proper protective footwear, gloves and sun protection.
- Chain saws, axes and related equipment is available but may only be used by qualified & authorised maintenance personnel.
- There is also a backhoe available for heavy duty activity. This may only be used by qualified & authorised maintenance personnel.

8. The Farm

The farm is located some distance in another physical location to the Ashram. It consists of a number of large sheds, a range of fruit trees and a vegetable garden.

Other than the equipment specified in Garden and Vegetable Garden above the farm also has:

- a. A tractor
- b. Backhoe
- c. Chainsaws
- d. Slasher to connection to the tractor
- e. Small crane for connection to the tractor.

This equipment may only be used by qualified and authorised maintenance personnel.

Management and Oversight of WH&S Systems at the Ashram

The management of the Ashram's WH&S System is specifically managed and overseen by the Responsible Office who is the HR Manager Sw Gurubakta Saraswati.

The responsible officer will work in conjunction with the WH&S Committee.

There is no Health and Safety Representative been appointed.

The Responsible Officer acknowledges that should the staff request to form a WH&S committee or request the appointment of a Health and Safety Representative that the proper processes will be put in place to establish either or both.

For more detail view **WH&S Duties and Task Definitions** in WH&S Handbook.

Inspections and Diarizing Scheduled Activities

A work health and safety system should be managed proactively with a view of identifying any hazards before they pose a risk to the people that are exposed to them.

The best way to do this in the workplace is to diarize scheduled activities by way of inspections of areas and equipment that can typically be seen to pose the greatest risk. Accordingly there are general areas such as the administration centre, warehouse, goods yard, forklift etc which have all been identified as warranting inspection on a weekly, monthly, biannual, annual or when necessary, i.e. arrival of a container for unloading.

The following table offers a suggested timetable for scheduling inspections and references the relevant checklist in the Ashram's WH&S Handbook.



Table: Inspections to be Schedule in Ashram Calendar

	Weekly	Monthly	half yearly	Annually	When Necessary	Checklist WH&S Handbook
Admin office				X		Appendix 1.C
Sadhana Halls			X		X	Appendix 1.A
Kitchen	X					Appendix 1.C
Accommodation			X			Appendix 1.A
Ashram Infrastructure					X	Appendix 1.E
Gardens and Surrounds					X	See: Safe Work Practices
The Farm				X		Appendix 1.D

Resolving an Identified Hazard, Risk or Issue

Once the inspections have been undertaken it is necessary to fill out the Hazard and Action Plan Report is to be completed which identifies the hazard and what action is to be taken to resolve the matters. See WH&S Handbook Appendix 2 – Hazard and Action Plan Report.

Use of Material Safety Data Sheets

The Ashram has products stored within the Workshop for which the manufacturer has provided Material Safety Data Sheets. These sheets are readily available in the workshop and office for reference. These may be procured from the Maintenance Manager on request. There are no substances within the workshop that are defined as being a Hazardous Substance under the Act.



Use of Safe Work Method Statements

There are specific instances when a Staff Member is required to adhere to the work method and instructions provided in a Safe Work Method Statement. In the normal course of practice Safe Work statements are only required in work activities defined as being 'High Risk Construction' by nature. However a series of Safe work methods have been provided for a range of activities that will typically involve the maintenance team and workshop practice. These may be found in Appendix (?) of the Ashram WH&S Handbook. High risk work has been defined to include any of the following activities that:

- (a) involves a risk of a person falling more than 2 metres, or
- (b) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure, or
- (c) involves structural alterations or repairs that require temporary support to prevent collapse, or
- (d) is carried out in or near a confined space, or
- (e) is carried out in or near:
 - (i) a shaft or trench with an excavated depth greater than 1.5 metres, or
 - (ii) a tunnel, or
- (f) involves tilt-up or precast concrete, or
- (g) is carried out on, in or adjacent to a road, railway, or other traffic corridor that is in use by traffic other than pedestrians, or
- (h) is carried out in an area at a workplace in which there is any movement of powered mobile plant, or
- (i) is carried out in or near water or other liquid that involves a risk of drowning.

Note: These definitions are deemed most appropriate to the activities of the Ashram. If in doubt, please refer to section 291 of the WH&S Regulations 2011.

If the activity to be undertaken falls within one of these definitions then it is mandatory for a Safe Work Method Statement to be approved before the work can be undertaken. For more information please refer to Safe Work Method Statement page 43 of the WH&S Handbook.

Incident Reporting & Site Maintenance

In the unfortunate situation where a serious incident has occurred, then it will be necessary to notify WorkCover of the incident in question and preserve the site for inspection. For more information please refer to page 66 of the WH&S Manual for more information on Reportable incidents.

Hazardous Substances

There are no hazardous substances in use by the Ashram. The Ashram does use Perlite, Zeolite and Carbon Black for which the manufacturers have provided Material Data Safety Sheets but are not defined as being hazardous.

Note however that in dust form, all three can cause extreme respiratory irritation if breathed with longer term risk of related dust diseases. Respiratory equipment is therefore mandatory when working with these substances.

Please refer to section Hazardous Substances page 34 of the WH&S Manual